

TAA: Entering a Waiver

1. Find Client -- *Always make sure all necessary info is on the application screen*
2. Service Screen – add new service
 - a. Date: waiver issue date
 - b. Service/Activity Title – click on magnifying glass
 1. TAA services
 2. Waiver from Training
 - c. Funding Stream: TAA
 - d. Summary Description: issued waiver
 - e. Planned End Date: date waiver expires – 6ht month date first, then extend as appropriate.
 - f. Service Note: issued waiver from training for ???? criteria
3. Add HCTC services
4. Case Notes:

HINT: You can group several like transactions so you can cut and paste your service notes.

Send waiver to state TAA for approval of TRA benefits.